

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 16th December 2019 at 7.47p.m.

PRESENT: Councillors Bowden, Buller, Castro, Forward, George, Lain-Rose (from the point indicated in the minutes), Perry, Rawlinson, Sharp, Spearink, Thomas and Riordan who was in the Chair.

Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Chapman, Miller and Walsh whose reasons for apology were accepted.

COUNCILLOR DECLARATIONS regarding items on the Agenda:

Changes to the Register of Interests – none declared.

Interests in Items on the Agenda – Councillor Perry declared an interest in the item relating to Staplehurst Youth Club as he was a trustee of the Club.

Requests for Dispensation – Councillor Perry requested and was granted a dispensation to participate in discussion and voting on items relating to the Youth Club in accordance with Section 33(2)(c) of the Localism Act 2011.

APPROVAL OF FULL COUNCIL MINUTES: Proposed by Councillor Sharp, seconded by Councillor Bowden, minute pages 1801-1804 of 25th November 2019 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>. Councillors Forward, Rawlinson and Thomas abstained.

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Buller, seconded by Councillor George, the listed accounts for payment were APPROVED. Expenditure for the period 20th November to 10th December totalled £8,784.98; income for the period was £2.48.

<u>Approved Payments 20th November - 10th December 2019</u>	Amount
Cam-tech Security - CCTV Repairs The Parade	569.42
November Payroll & Pension Costs	5,446.50
Mr A Watson - Expenses Refreshments SEHT Exercise	23.78
Arron Services Ltd - Norton Annual Subscription	126.00
County Fire Protection - Jubilee Pavilion Fire Alarm Maintenance	125.04
Cllr Expenses - CP Refreshments High St, Parade, KM312	30.00
David Ralph - Neighbourhood Watch Meeting Travel Claim	8.10
Homeleigh Timber - Black Tape The Parade	25.65
Homeleigh Timber - Felt Adhesive & Bitumen The Parade	23.98
Homeleigh Timber - Oak Sleeper x8 The Parade	195.60
United Reform Church - Hall Hire re Chapel Lane Meeting	13.25
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open Nov	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Nov	27.83
Kent County Council - Stationery	23.04
Choice Support - Village Planters November	391.62
Cllr Expenses - Community Payback Christmas Boxes x10	57.29
Commercial Services Trading Ltd - Surrenden Field Mowing 4/4	61.88
Marks & Spencer - Cllr Flowers	25.00
Community Payback Refreshments - High Street Path Clearance	58.40
Post Office Ltd - Stamps 300 x 2nd Village Update	183.00

Post Office Ltd - Stamps 100 x 2nd Village Update & General	61.00
Community Payback Refreshments - Parade	28.40
MBC - Council Tax December Room 1	61.00
MBC - Council Tax December Rooms 2-3	71.00
E-on - Parish Street Light Energy November	53.00
Kent County Council - Youth Club Lease Purchase Dec-Mar	212.50
Arron Services Ltd - Hosted Exchange Services Dec	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	8,768.77
TOTAL PETTY CASH EXPENDITURE	16.21

2. Summation of Accounts – for noting. NOTED by Councillors and published at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.
3. Finance & Strategy Group – Report of meeting 04/12/19: NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/finance--strategic-planning-group/>. Recommendations (for decision): (i) section 6 - approval of amendments to proposed agreement covering management and maintenance of the Youth Club site: proposed by Councillor Sharp, seconded by Councillor George, the amendment of the title to read 'Site Management and Maintenance Agreement' and deletion of reference to 'Service Agreement – Youth Service Delivery' were AGREED; (ii) section 7a – approve replacement of emergency lights at Jubilee Field pavilion: proposed by Councillor Thomas, seconded by Councillor Bowden, it was RESOLVED to instruct County Fire Protection to replace three emergency lights at a cost of £300; (iii) section 7b – approve use of Community Payback to redecorate Bell Lane toilets: on the recommendation of Chairman Riordan, it was AGREED that the proposal be deferred pending review of the job requirements and Community Payback's resource; (iv) section 7c – approve contract for mowing grass at Chestnut Avenue: proposed by Councillor Buller, seconded by Councillor Perry, it was RESOLVED to instruct Forestry First to carry out eight cuts at a cost of £600; (v) section 7d – approve contract for mowing grass at Surrenden Field: proposed by Councillor Bowden, seconded by Councillor Rawlinson, it was RESOLVED to instruct Landscape Services to carry out sixteen cuts at a cost of £1,416.45; (vi) section 7e – approve replacement of hard drive of CCTV camera; proposed by Councillor Sharp, seconded by Councillor Perry, it was RESOLVED to instruct Cam-tech security to replace the hard drive of The Parade camera at a cost of £614.39. It was NOTED that a review of CCTV provision and possible replacement of equipment would be undertaken.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Street Trading Licence – Consultation by MBC on application for renewal of street trading licence by Pizza d'Onore (for comment). Councillors AGREED they had no objection to the renewal of the licence.

Councillor Lain-Rose joined the meeting.

PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)

1. Clerk's Report – The Clerk reported: the Parish Office team had put a lot of work into organising the Christmas social event and distribution of the Village Update; a draft budget had been circulated for information and was being reviewed in light of the new tax base figure advised by MBC; the Parish Office was continuing to press KCC to resolve issues with the lamp columns that had affected the Christmas lights display in the High Street; at the request of the Parish Office, South East Water had placed additional signage at either end of George Street to deter traffic diverted from Marden Road; the bad condition of the George Street road surface and verges had been reported to Kent Highways who were programming works; the Clerk had received an executed copy of the Surrenden Field lease agreement with MBC.

2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Greener Staplehurst Group – Proposal to confirm transfer of responsibility for managing the maintenance of Wimpey Field (excluding access points) to the Greener Staplehurst Group (Min 1803 refers). Proposed by Councillor Sharp, seconded by Councillor George, Councillors AGREED that the Greener Staplehurst Group should assume responsibility for maintenance of Wimpey Field, excluding access. Chairman Riordan thanked Councillors Forward and Spearink and warden Mr Robert Roberts for their hard work on the field.
 - 2.2. Neighbourhood Plan Review Group – Consideration of prices for updating the Staplehurst Neighbourhood Plan (Min 1803 refers - for decision). The Clerk stated that he had not yet received a price from Feria Urbanism. Councillors AGREED to defer discussion to allow time for the information to be obtained. Councillor Buller said she would speak to a user of InDesign software. Councillors Rawlinson and Thomas said they would investigate a trial version of the software.
 - 2.3. Road Safety Group – The report of the meeting on 04/12/19 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/road-safety-task-and-finish-group/>. Recommendation to add the Hawkenbury bridge to the Parish Council's Highway Improvement Plan (for decision). Proposed by Councillor Buller, seconded by Councillor Sharp, it was RESOLVED to add the Hawkenbury bridge to the Highway Improvement Plan. It was further RESOLVED to write to Headcorn Parish Council, given the bridge's location on the parish boundary.
3. Oral Reports from Committee/Groups/Councillors – for information only.
No items.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor's Report – Councillor Perry said that a full meeting of Maidstone Borough Council on 18/12/19 would discuss the Call for Sites. Parish Councillors who had attended a recent meeting with MBC about this subject agreed to prepare notes to inform a Parish Council response to the call, which would be discussed at the Council's January meeting.
2. Kent County Council Highways Parish Seminar – Councillor Perry's report of the seminar on 28/11/19 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. Councillor Castro questioned Kent Highways' assertion that the state of the roads played little part in road accidents.
3. Police Report – PCSO Gardner's report for November. Councillors NOTED that the report listed thirteen reportable crimes in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

1. Maidstone & District Neighbourhood Watch – Report of AGM 27/11/19. NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>.

URGENT MATTERS (at Chairman's discretion, information only items for noting or for decision at a future meeting)

None.

Chairman.....

PUBLIC FORUM: After the meeting, Borough Councillor Brice said that a meeting arranged with Arriva to discuss bus service issues was being arranged. An earlier date had been arranged but had to be rescheduled.

Proceedings finished at 8.25pm.